



FOOD FAIR
Restaurant owners / food trucks
Eligibility, conditions and regulations



[1]. 2017 SCHEDULE

Saturday, July 8 : 11 a.m. to 8:30 p.m. or 11 a.m. to 11 p.m.*

*a musical show will take place in Bédard Park at 8:30 p.m., we offer you to stay until 11 p.m.

Sunday, July 9 : 11 a.m. to 4 p.m.

[2]. LOCATION OF THE FAIR

On the Festival Saint-Lazare au galop site

(We will inform you of your exact location a few days before the fair starts at the latest)

[3]. REGISTRATION

Eligible restaurant owners must (see eligibility criteria below):

- A. Register for the duration of the fair (2 days);
- B. Respect the schedule;
- C. Ensure the presence of a staff member at their stand at all times;
- D. **Have transmitted to the Town, no later than April 28th, 2017 at 4 p.m.:**
 - a) The dully completed registration form;
 - b) A proof of every required document **valid for the duration of the fair:**
 - 1. A copy of the MAPAQ permit;
 - 2. Proof of a liability insurance;
 - 3. A copy of any organic certification – if applicable.
- E. **Have transmitted to the Town payment in full (check, debit or cash) no later than June 9th, 2017 at 4 p.m.**
- F. **Important note:**
 - a) Places are limited;
 - b) A late registration fee is applicable.



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[4]. COSTS AND TERMS OF PAYMENT

Food fair	Cost plus taxes	Note	Not-included
A 20 X 10 feet floor space	\$350 for both days (mandatory)	Includes access to cold and hot water, access to recycling and garbage bins	Tent, tables, chairs, display units
1 additional square foot for stands or food truck (including service area) larger than 20 x 10	Add \$1.50 / square foot	If space is available	
Corner location for 2-sided product exposure	Add \$50 per corner location	upon request based on availability First come, first served	
Electrical appliance	Add \$25 (this amount covers 2 appliances not exceeding 20 amp) Add \$10/each additional appliance not exceeding 20 amp Add \$10/each additional appliance not exceeding 50 amp	Electricity will only be provided for the items listed on the registration form by the restaurant owner—(e.g.: microwave, refrigerator, coffee maker, electric BBQ, Interac device, etc.). N.B.: You are not allowed to bring your own generator.	Any appliance not described on the registration form
Late registration fee (after the registration deadline)	\$25		

The invoice will be sent by email. The amount is not refundable.

The full payment is due **no later than June 9, 2017**.

Payable by check to Ville de Saint-Lazare, in cash, or debit at the Town hall reception at:

Ville de Saint-Lazare
A/S Festival Saint-Lazare au Galop (Food fair)
1960 Chemin Sainte-Angélique
Saint-Lazare (Québec) J7T 3A3



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[5]. FOOD TRUCKS AND EQUIPMENT

A. Equipment supplied by the restaurant owner

In addition to his/her stock the restaurant owner must supply his/her:

- Cutlery;
- Plates;
- Napkins;
- Beverage containers (no glass accepted on site);
- Decorations to make the food truck more attractive;
- Copy of his/her valid MAPAQ permit displayed on the stand
- Food truck or tent (the tent must be anchored or secured with weights)
- Tables (if applicable);
- Chairs (if applicable);
- Extensions in good condition and in sufficient quantities.

B. Equipment supplied by the Town

- Sinks with hot and cold running water will be supplied and available on the site.
- Access to recycling bins and waste

C. Food truck location number

The location number and map of the food fair will be sent by email to the restaurant owner a few days before the fair starts. We ask that the restaurant owner check the location of his/her stand carefully. When he/she arrives at the site, he/she must wait for the person in charge to confirm the number and show the location before setting up the tent. The restaurant owner must set up in the location that has been assigned to him/her.

D. Set-up and dismantling of the food truck

- Several days before the fair, instructions will be sent to the restaurant owner;
- The restaurant owner will have access to the parking starting at 8:30 a.m. on the first day of the fair;
- The restaurant owner must have completed the set-up before 10:30 a.m.;
- No dismantling will be allowed during the fair's opening hours or at any time during its entire duration. The restaurant owner must wait for the person in charge to give him/her the permission to dismantle his/her stand and prepare to leave the site.



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[6]. SAFETY REQUIREMENTS

- Any device used to cook food must be approved and must comply with the manufacturer's specifications or be designed for that purpose.
- Any shelter, canopy, umbrella or other element that does not have a closed side and that is set up above a cooking device must be flameproof in accordance with standard NFPA 705-2009. The fireproofing certificate must be available on site.
- Install a hood that complies with regulations above the cooking devices in food trucks
- Smoking is prohibited near the propane cylinders and "No Smoking" signs must be put up by the owner
- Maintain a distance of at least 400 mm between the deep fryer and the flames of an adjacent cooking device.
- If a charcoal device is used, it must be placed on a fire-resistant surface and be at least 450 mm from any combustible material. Also, the charcoal briquette ash must be disposed of safely.
- (tent) Have an approved class 3A-10BC portable fire extinguisher near the cooking device as well as a class K fire extinguisher near the deep fryers.
- (food truck) Have an approved class 5A-20BC portable fire extinguisher near the cooking device as well as a class K fire extinguisher near the deep fryers.
- The food truck should not give customers access to the vehicle interior.
- The food truck cannot be left open and unattended during the occupation period. Despite this, if the food truck needs to be left unattended, the owner must ensure that it is closed and locked.
- No equipment or sharp object or cutting shall be located in the public scope.
- No exhaust, rejection of smoke, steam or other from the food truck must go towards the side of customer service
- No element without proper protective equipment producing or releasing heat and being a burn hazard shall be located in the public scope.
- The propane cylinder must always be mechanically and securely attached to the food truck by an approved support that meets the standards for the transport of such materials. The propane cylinder may not be accessible to the public and should not be installed inside the food truck.
- Any warming tray using fuel must not be set on a paper tablecloth or a layer of plastic. Storage of combustible products in a public area must be limited to the appropriate volume for one day of operation.
- The use of a portable cooking device powered by gas or charcoal inside a tent or building is prohibited.



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[7]. ON-SITE VEHICULAR TRAFFIC

A. Authorized vehicles will be allowed on the site strictly for setting-up and dismantling.

B. Time limit for unloading your vehicle

To insure fluidity in the parking lot and allow every vendor enough time to install their stand, vendors will have thirty (30) minutes to unload their vehicle.

C. Authorized vehicles

Only pick-up trucks or smaller vehicles of a maximum length of 20 feet, including the trailer, will be authorized on the site. Any vehicle or trailer left next to a stand will be towed, with the exception of trailers being used as stands.

D. For safety purposes, vehicular **traffic will be strictly forbidden** one hour before the fair opens and thirty minutes after it is closed.

E. Parking spaces vendors and their staff are limited. The Town encourages employees to carpool.

[8]. LIABILITY

A. The restaurant owner is liable for any damage caused by his/her equipment.

B. Despite the presence of security agents on the site during the day and at night, the Town strongly recommends that the restaurant owner not leave valuable stock unattended (on the tables or in the boxes). The Town is not responsible for lost, damaged or stolen goods or property.

[9]. ELIGIBILITY CRITERIA FOR THE FOOD FAIR – FOOD TRUCK SECTION

To be eligible, the restaurant owner must:

A. From a food truck or a stand, prepare and sell food, meals and drinks approved by competent authorities;

B. MEET THE TOWN'S SELECTION CRITERIA

The Town reserves the right to select participating exhibitors without specific eligibility criteria. However, the Town:

a) **FAVOURS** local restaurant owners and those located on the MRC de Vaudreuil-Soulanges territory;

b) **ENCOURAGES** the rarity and the quality of and the demand for the product offered;

c) **IS LOOKING FOR** diversity ;

d) **AIMS** also to expand its base of restaurant owners to all regions of Québec and Ontario;

e) **REQUIRES** all restaurant owners and their staff to be respectful of and to collaborate with management, other restaurant owners and customers;



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- f) **FORBIDS** the presence of animals on the site of the fair;
- g) **FORBIDS** restaurant owners and their staff to camp or sleep in the park. Doing so is grounds for eviction.

The Town reserves the right:

- a) **TO REFUSE** products which are not compatible with the restaurant owners section **and/or** products other than those listed on the registration form;
- b) **TO LIMIT** the number of restaurant owners;
- c) **TO PENALIZE OR REJECT** any late application and/or any application for which the fee is not paid before the payment deadline.

[10]. RESOLVING PROBLEMS OR CONFLICTS

Any logistics issue or conflict between exhibitors must be brought to the attention of the person responsible for the fair as quickly as possible.

[11]. IMAGE RIGHTS

The restaurant owner and his staff agree to be photographed during the fair and give up all rights of use of the photos to the Town to promote the fair by means of its communications tools.

[12]. ACCEPTANCE OF TERMS AND CONDITIONS

The restaurant owner will be deemed having accepted all terms and conditions once the payment has been made.

[13]. REGISTRATION CONFIRMATION

The registration will be deemed confirmed once the payment has been accepted.

[14]. QUESTIONS AND ADDITIONAL INFORMATION

Questions may be addressed to:

Roxane Aubin

Project Manager – Festival Saint-Lazare au Galop

450 424-8000, ext. 281

raubin@ville.saint-lazare.qc.ca

This is the English translation of the original French text.